

Missouri State Library

Show Me *Express*

Published by Secretary of State Robin Carnahan

September 18, 2012

Show Me Express features time-sensitive information about State Library programs and current news of interest to the Missouri library community.

Public Library Records Retention Schedule Revised

The Local Records Board has approved a revision to the Library Records Retention Schedule. The schedule provides guidelines for libraries on how long to maintain records specific to libraries. The Library Records Retention Schedule is available online at <http://www.sos.mo.gov/archives/localrecs/schedules/pdf/Library.pdf>.

For general records, guidance can be found in the General Records Retention Schedule, which is available at <http://www.sos.mo.gov/archives/localrecs/schedules/pdf/General.pdf>.

2013 LSTA Long-term Grant Applications Available

Grant applications for the next round of long-term grants — due February 1, 2013 — are now available online at [Long-term Winter 2013 Grant Opportunities](#) and include:

- **Digital Imaging:** for scanning, cataloging and Web delivery of significant historical and cultural materials in Missouri. Grants are restricted to projects involving original source materials;
- **Spotlight on Literacy:** for programs to encourage reading, language skills development, academic improvement including GED instruction, job skills development, computer skills development and/or health skills development;
- **Technology Ladder:** for **public libraries** to add or update technology hardware and/or software; and
- **Website Makeover:** for **public libraries** to develop or redesign websites for more effective service delivery.

For further information about any of the LSTA grant opportunities, contact Debbie Musselman at 800-325-0131, ext. 14 or debbie.musselman@sos.mo.gov.

Show Me Steps to Continuing Education

The Show Me Steps to Career Development program is now Show Me Steps to Continuing Education. The new program provides financial assistance for library staff and trustees to participate in continuing education and training opportunities when local funds cannot finance the entire cost. Continuing education events can be for individuals or groups but must be pertinent to the operational or service needs of the applicant's library.

Applications are available online at [Show Me Steps to Continuing Education](#). They may be submitted to the State Library at any time throughout the year but must be received at least two months before the activity begins.

For further information about this grant program, contact Ann Roberts at 800-325-0131, ext. 5 or ann.roberts@sos.mo.gov or Debbie Musselman at 800-325-0131, ext. 14 or debbie.musselman@sos.mo.gov.

E-rate for July 1, 2013 – June 30, 2014

The first step in filing for E-rate reimbursement is completion of the E-rate Form 470. This form indicates that a school or library is requesting services for the next funding year.

It is preferable that libraries and schools interested in filing for reimbursement of their E-rate eligible services file before the end of the year. [Form 470](#) is available online.

MOREnet will offer [E-rate training](#) in November and December

MOYAC Monthly on BlogJunction Missouri

The August issue of [MOYAC Monthly](#) is now available. For this and other news notices, BlogJunction Missouri is still available on the WebJunction Missouri website in the Quick Links box.

Library Journal Presents Lead the Change

Library Journal will present Lead the Change on **October 23, 2012**, at the Topeka-Shawnee County Public Library in Topeka, Kan.. Lead the Change brings together library leaders and staff at every level for a motivating and informative day designed to energize, inspire and enlighten. Attendees will learn how today's top libraries are leading change and transforming their communities. [Registration](#) is now open.

Last Call for Two Webinars

Register for the Gale database webinar, Getting Started with Business Insights-Essentials. The Gale database has replaced the Business & Company Resource Center with an updated, intuitive user interface linking users to in-depth information on U.S. and international businesses, industries and products. Learn more by attending this webinar for librarians hosted by MOREnet on **September 20, 2012**. [Registration](#) is open.

The final vendor webinar in the Moving Forward: Libraries and E-books series — a partnership between the MOBIUS consortium and the state library — will take place on **September 19, 2012**. The webinar from ebrary will demonstrate the vendor's tools for discovering, using and managing e-books. More than 500 publishers distribute e-books via ebrary. The session will offer an introductory overview of the ebrary platform and a brief discussion of tutorials and support documentation available on the ebrary Support and Training page. Register [here](#).

To be placed on the e-mail list **to receive *Show Me Express***, you may [subscribe online now](#), email ann.roberts@sos.mo.gov or contact the Missouri State Library at 800-325-0131, ext. 16.

To **change** your contact information **or** to **unsubscribe**, email ann.roberts@sos.mo.gov or contact the Missouri State Library at 800-325-0131, ext. 16.

Show Me Express will be archived for six months on the State Library's website at http://www.sos.mo.gov/library/showme_express/.

Editor: Ann Roberts